



**Date:** August 28, 2015  
**To:** Patrick H. West, City Manager *PL*  
**From:** Glenda Williams, Director of Library Services *Glenda*  
**For:** Mayor and Members of the City Council  
**Subject:** **PROPOSED BRANCH LIBRARIES FOR SUNDAY HOURS**

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This memo is in response to the Budget Oversight Committee's August 18, 2015 request regarding which branch libraries are proposed to be open on Sundays, if approved by the City Council. Mayor Garcia made a recommendation to conduct a pilot program to open three branch libraries on Sundays in the proposed FY16 budget. The three proposed libraries for the pilot are Bay Shore, Burnett and North Branch Libraries.

The criteria used for this recommendation include geographic area, the number of people served, and library resources available. The primary consideration was geographic location. The goal is to provide Sunday hours that could best serve the residents in different regions and neighborhoods in the City's 50 square miles: north, central/west and east. North Library's location serves the north region of the City. Burnett Library is best situated to cover the central and west areas of the city. The current pilot program at the Bay Shore Branch Library has proven successful in meeting the high demand for library services to the residents in eastern region.

The number of people served and sufficient library resources were the remaining considerations. The North Branch Library has the largest service population of more than 90,000 residents. Burnett Library has a healthy number of computers and has the most flexible computer arrangement; computers are not sectioned off for specific age groups, so anyone can use any available computer. In addition, the African American Resource Center is housed there, along with a variety of print and media resources. Many patrons on the east side of the City utilize more than one library in that community. Currently 400-500 residents visit Bay Shore Library every Sunday and check out up to 250 items during the four-hour period that the Library is open.

In conclusion, Bay Shore, Burnett and North Branch Libraries are the branch libraries proposed to be open on Sundays using the criteria listed above within the budget provided for the FY16 pilot program.

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